

Charter Township of Filer DDA

Regular Meeting

Proposed Minutes

September 1, 2020
4:30pm

Filer Township Hall
2505 Filer City Road, Manistee, MI 49660
231-723-3138

<i>Chair 2022</i>	<i>Vice-Chair 2022</i>	<i>Treasurer 2022</i>	<i>Member 2020</i>	<i>Supervisor 11/20/20</i>	<i>2019</i>	<i>Member 2020</i>	<i>Member 2021</i>	<i>Member 2021</i>	<i>Director</i>
<i>Robert Yates Business</i>	<i>Tom Chycinski Resident in district</i>	<i>Kathy Gutowski Citizen at Large</i>	<i>Mathew Johnson Business</i>	<i>Terry Walker Supervisor</i>	<i>Vacant Business</i>	<i>Robert Henry Business</i>	<i>Al Frye Citizen At Large</i>	<i>Todd Newenhouse Business</i>	<i>Tamara Buswinka</i>

Call to Order/Pledge of Allegiance

The meeting was called to order by Chairperson Yates at 4:30p.m.

Roll Call

Members Present: Walker, Johnson, Gutowski, Yates, Frye
Members Excused Absence: Chycinski, Newenhouse
Members Unexcused Absence: Henry
Others Present: Tamara Buswinka, DDA Director

Consideration of the Minutes

Walker moved, supported by Frye, to approve the August 7, 2020 minutes with one correction that changes the date of the minutes from August 6, 2020 to August 7, 2020. Motion passed unanimously.

Treasurer's Report

Gutowski reviewed the Treasurer Report, including the bills to be paid, with the Board.

Gutowski reviewed the new report she created that details the expenses and revenue, to date, of the DDA. The Board expressed unanimous appreciation for the new report.

Walker moved, supported by Frye, to accept the Treasurer's report and pay the bills as presented. Motion passed unanimously.

Frye, Walker, Johnson, and Yates spoke about their support to purchase a computer that would be used solely by the DDA Treasurer for DDA treasury business. Yates asked Gutowski to provide at the next meeting quotes for computer types and costs for the Boards consideration and approval.

Chairman's Report

Yates discussed with the Board the "Live from the Lot" event. Buswinka stated that letters, with event flyers, were sent to every business physical address with information about the event, and suggestions and offers to help them capitalize on the event to increase their exposure and daily sales. Buswinka will follow up with communication to the Kmart property management team regarding the truck that is sitting on the site to request its removal before the event.

Yates discussed with the Board the Sign Project. Board discussed the placemaking economic development benefits of having a community sign; Buswinka stated that most communities have a sign. Buswinka reminded the Board that the sign was a small element of the overall placemaking planning done for the commercial district in 2016. A sign not only provides people who are new to the area information that they are in a new community but it also helps existing residents feel a sense of identity of the place that they live. Johnson spoke about the length of the project and suggested that if the Board didn't want to project then that decision should be made rather than the project lingering into the future. Board members unanimously spoke about the rising cost of the project due to increasing material and craftsmanship costs since the inception of the project, the positive views on the signs design, selection of location for the sign, and the continuing desire to have a community sign. Yates and Johnson pointed out, and agreed by the other Board members, that the sign is a community sign rather than a DDA sign; the sign identifies the community rather than the DDA district specifically.

Gutowski moved, supported by Frye, that the DDA agrees to pay \$25,000.00 toward one sign and will ask the Township Board to contribute to the total cost of the project.

Roll Call Vote:

Yays: Yates, Gutowski, Johnson, Walker, Frye

Nos: None

Motion Passed by Roll Call Vote.

The Board directed Buswinka, and Frye offered to help, to present the project at the October Township Board meeting ensuring that Board members receive packets with renderings and cost estimates of the sign in their packets prior to the meeting.

Supervisor's Report

Walker stated that the Magoon Creek project will officially wrap up once the sign is installed. Walker updated the Board on the community water well project. Walker stated that the water well project process has begun with test wells to determine location being undertaken.

Director's Report

Buswinka referred the Board to her September report adding that she has had positive communication with the owner of Cypress Plaza. The owner of Cypress Plaza expressed a flexible attitude toward altering their lease terms, allowing more innovative businesses, and will consider allowing popup businesses.

Board Member Comments

Yates asked if any Board members had heard about the announcement from corporate Pizza Hut that stores will be closing. While the Board had heard about the announcement, no details about the Filer Pizza Hut are known. Buswinka will communicate with the known address for Pizza Hut to express the strong community support for the restaurant as a way of campaigning for them to keep this Pizza Hut opened.

Adjournment

Gutowski moved, supported by Walker, to adjourn the meeting at 5:45 p.m. Motion passed unanimously.

Next Board meeting is Tuesday, October 6, 2020 at 4:30 pm.

A meeting informational packet is available for public inspection at the Filer Township office, 2505 Filer City Road. The Filer Township DDA does not discriminate on the basis of disability in the admission or access to, or treatment or employment in its programs or activities. The DDA Chairperson has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disability Act, and the rights provided thereunder, are available from the DDA.

DDA Director Report

September 2020

ADMINISTRATIVE

- Wrote minutes from the August meeting.
- Prepared agenda and other materials for the September DDA meeting.

MATTERS OF THE DDA

- Live from the Lot: I completed a number of tasks to assist the Ramsdell Theatre:
 - Wrote and sent letters to all businesses that introduced the event and offered help in identifying ways that the business may capitalize on the event to increase exposure and sales.
 - Contacted the Road Commission to clarify that there will be no road work on Merkey Road on September 19.
 - Contacted the Filer Fire Department to discuss emergency response the day of the event.
 - Reviewed and offered suggested edits to the promotional and marketing materials for the event: a flyer and a press release.
 - Posted the flyer for the event on the Township newsletter.

- Act 57 Reporting
 - All but a few items have been updated on the DDA tab of the Township website. Please go to the DDA tab to view the updated information.
 - Contacted Tom Stege to work on the financial reporting requirements.
- Cypress Plaza
 - I found a couple of different addresses for Saad Kassab, owner of Cypress Plaza, and have begun a letter writing campaign to create a relationship with him in order to help fill the vacant storefronts. My goal is to partner with him to allow for start up businesses or current cottage businesses looking for space to expand their operations or move to the next step of business development and move into a brick and mortar establishment.

Submitted by:
 Tamara Buswinka, DDA Director

DATE: 8-26-2020

Filer Township DDA Treasurer's Report			
A. Account Balances			
1. Checking Account	\$651,107.23		
Interest	\$137.02		
Tax Disbursement			
Summer 2019	\$2.38		
Summer 2020	\$9,101.41		
Disbursements		\$8,750.00	
			\$651,598.04
2. Certificates of Deposit			
a. Chemical Bank	\$205,021.56		
b. Shelby State Bank	\$256,202.21		
Total DDA Funds			\$1,112,821.81
B. Invoices Submitted for payment:			
Latitude 44 – 4 th Quarter		\$6,250.00	
Ramsdell Regional Center for the Arts		\$10,000.00	
			\$1,096,571.81

CHARTER TOWNSHIP OF FILER DDA RECAP

2020 EXPENSES

1/1/2020	Latitude 44 - 1st Quarter	\$6,250.00
1/7/2020	The Pioneer Group	\$3,441.70
2/4/2020	The Pioneer Group	\$15.00
3/3/2020	Mika Meyers	\$45.00
4/1/2020	Latitude 44 - 2nd Quarter	\$6,250.00
3/9/2020	Filer Township Tax Account	\$60.01
3/9/2020	Charter Township of Filer	\$90,000.00
1/8/2020	Mika Meyers	\$3,855.50
7/1/2020	Latitude 44 - 3rd Quarter	\$6,250.00
8/6/2020	Richards & McDougall, PC	\$600.00
8/6/2020	Baird, Cotter & Bishop, PC	\$1,900.00
9/1/2020	Ramsdell	\$10,000.00
10/1/2020	Latitude 44 - 4th Quarter	\$6,250.00
		\$134,917.21

2020 REVENUE

	Tax Revenue	\$89,289.30
	Interest - West Shore Bank	\$1,102.79
		\$90,392.09